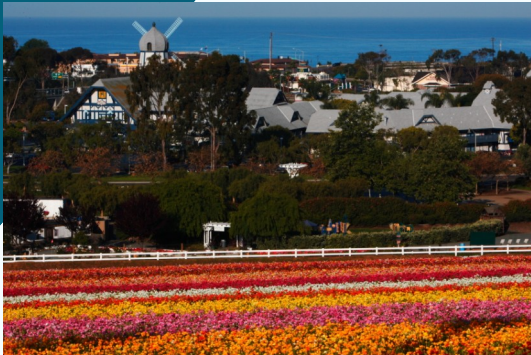


CITY OF
CARLSBAD



Construction Maintenance Supervisor UTILITIES



Annual Salary
\$59,300—\$81,300

OPEN UNTIL FILLED

First application review

MARCH 29, 2010

CONSTRUCTION MAINTENANCE SUPERVISOR

This position will supervise the service program involving the construction maintenance, repair and installation of water distribution and recycled water systems and related structures in a D5 distribution system. The incumbent will provide supervision to field crews, perform preparation and administration of public works contracts as necessary for operation. Responsible to investigate and respond to customer complaints; and to do related work as assigned.

EXAMPLES OF DUTIES

- Develop and implement efficient and effective procedures for construction maintenance work and projects in compliance with applicable rules, regulations and standards.
- Review and resolve complex customer complaints.
- Ensure inspection of completed work activities, and adherence of safe work methods and safety practices by field maintenance personnel.
- Conduct and coordinate safety training and maintain safety records and reports.
- Direct and assign work to crews, including training and evaluating work; monitor work in progress and necessary modifications as appropriate. Coordinates coverage for emergency calls, stand by, weekends and holidays.
- Coordinate field services maintenance activities with other City departments, divisions and sections and with outside agencies.
- Maintain written and computerized records of work performed and materials used; records as-built drawings of modifications; prepare a variety of written records and reports related to the work.

This supervisory level opening is classified as an at-will management position under the classification specification of Public Works Supervisor.

THE CARLSBAD COMMUNITY

The City of Carlsbad, California is a unique and growing community of 42 square miles, located on seven miles of beachfront, 30 miles to the north of San Diego. Balancing economic prosperity with preservation of the environment has been a top priority of city leaders for nearly 20 years.

Carlsbad is also recognized for its progressive and stable city government. The City's current population consists of approximately 105,000 residents. The City of Carlsbad was named as one of San Diego's best workplaces by San Diego magazine.

EDUCATION & EXPERIENCE

The position requires an equivalent to the completion of the 12th grade supplemented by course work or specialized training in waterworks distribution system construction and maintenance, civil engineering and construction related subjects, and four years of increasingly responsible work in the assigned area, preferably in a comparatively sized/classed water distribution system, including two years in a lead or supervisory capacity. Possession of, or the ability to obtain a State of California driver's license.

Construction Maintenance Supervisor:
California Department of Public Health (CDPH)
Water Distribution Grade III is required. Experience with recycled water systems preferred.

SUPPLEMENTAL QUESTIONNAIRE

Instructions: Please type and number your responses to the following questions. Respond to each question concisely. Include the following statement, your signature and the date at the bottom of your supplemental questionnaire, "I declare the statements on this application and questionnaire are true and complete to the best of my knowledge and belief."

1. Describe your experience as it relates to this position and particularly how it reflects at least four years of increasingly responsible work.
2. Describe your experience as a lead or supervisor. Please include duration, how many people, what positions and the size and class of system.
3. Describe your experience with system repairs including types and sizes of pipes, valves, services, etc. and Health Department Regulations.
4. Describe your experience with work management systems, work orders, reports and any other computer programs.
5. Describe your experience with the Department of Transportation commercial drivers license program and your understanding of DOT regulations.



COMPENSATION & BENEFITS

- PERS Retirement: 3% at 60
- Medical, Dental and Vision Benefits
- Deferred Compensation Program
- Flexible Spending Accounts
- Tuition Reimbursement Program
- Paid Holidays, Vacation, Sick Leave



THE DEPARTMENT

The Utilities Department has a total staff of approximately 72 full-time employees and is comprised of water, recycled water, wastewater, storm drain maintenance, solid waste and engineering.

City of Carlsbad
A great place to make
a living. And a life.



SELECTION PROCEDURE

Applications will be screened to determine applications best qualified, based on related experience, certifications and education. Applicants deemed most qualified will be invited to continue in the selection process which may consist of an examination and/or an evaluation of an applicant's qualifications and competence.

All application materials will be reviewed for content and position relevancy and completeness. Those candidates who successfully complete the selection process will be placed on an eligibility list for one year.

Pre-employment substance abuse testing is required upon entry into the City of Carlsbad's Department of Transportation mandated random drug and alcohol testing pool for employees who drive commercial vehicles covered by the program. Successful applicants will be subject to Department of Justice fingerprint search of records for criminal history information. Falsification of information on your application will be verified and any misrepresentation will be grounds for disqualification.

Submit your application materials to:

City of Carlsbad
Human Resources
1635 Faraday Avenue,
Carlsbad, CA 92008

Or apply online at:
www.carlsbadca.gov/hr

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